

ORDINANCE C-11-92

AN ORDINANCE TO ENACT CHAPTER 154 OF THE CODIFIED ORDINANCES OF GROVE CITY, OHIO ENTITLED "RECORDS COMMISSION"

WHEREAS, in accordance with Section 149.39 of the Ohio Revised Code, there is hereby enacted Chapter 154 of the Grove City Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT

SECTION 1. There is hereby created Chapter 154 of the Codified Ordinances of Grove City, Ohio entitled "Records Commission". A copy of said Chapter 154 is attached hereto as Exhibit "A" and made a part hereof as if fully rewritten herein.

SECTION 3. This ordinance shall take effect and be in force from and after the earliest period allowed by law.

Brian L. Buzby
Brian L. Buzby, President of Council

Passed: 3/2/92

Richard L. Stage
Richard L. Stage, Mayor

Effective: 4/1/92

Attest:

Tami K. Kelly
Tami K. Kelly, Clerk of Council

I Certify that this ordinance is correct as to form.

Thomas Clark
Thomas Clark, Director of Law

**AMENDED
EXHIBIT "A"**

CHAPTER 154

Records Commission

154.01	Establishment; Members
154.02	Definition
154.03	Duties
154.04	Unauthorized Disposition Prohibited
154.99	Penalty

154.01 **ESTABLISHMENT; MEMBERS**

There is hereby created, pursuant to Ohio Revised Code, Section 149.39, a Records Commission. Which shall be composed of: the Mayor, or his appointed representative, as Chairman; the Director of Finance, the Director of Law, and a citizen appointed by the Mayor. The Commission shall appoint a secretary, who may or may not be a member of the Commission, and shall serve at the pleasure of the commission. The Commission shall meet at least once every six months, and upon call of the Chairman.

154.02 **DEFINITION**

"Records" includes any document, devise, or item regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

154.03 **DUTIES**

(a) The Records Commission shall establish rules and regulations for the retention and disposal of records of the Municipal Corporation.

(b) The Records Commission shall review the record disposal lists submitted by the municipal departments. The record disposal lists shall contain those records which have been microfilmed or no longer have administrative, legal or fiscal value to the municipality or to its citizens. Such records may be disposed of by the commission pursuant to the provisions provided for in the Ohio Revised Code, Sections 149.39.

(c) When municipal records have been approved for disposal by the commission, a copy of such records list shall be sent to the bureau of inspection and supervision of public offices of the auditor of State. If said bureau disapproves of the action by the commission, in whole or in part, it shall so inform the commission within a period of sixty days. Before records are otherwise disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty days to select for its custody or disposal such records as it may deem to be of continuing historical value.

154.04 **UNAUTHORIZED DISPOSITION PROHIBITED**

No person having the custody of any records shall destroy them, or dispose of them, or procure or permit their destruction, without written authorization from the Records Commission.

154.99 **PENALTY**

Whoever violates Section 154.03 shall be deemed guilty of a minor misdemeanor.